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STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 1-21-76	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DL-027		Date Received JAN 22 1976	Application No. 76-175 Date Completed MAY 28 1976
3. AGENCY, Division, Subdivision & Administering Office Address Department of Labor Special Services Division Contracts Section 501 Pulliam Street, S.W. Rm. 335 Atlanta, Georgia 30312		4. Person to Contact D. Lloyd Groover	
		5. Working Title State Manpower Coordinator	6. Tel. No. 656-5573

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series - 7-1-75 - Present	9. Exact Series Title Comprehensive Employment and Training Act (CETA) Contracts File
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10. What is the function of the office in which this record series is created?
The Training Division is under the general administrative direction of the Deputy Director of the Employment Security Agency and is responsible for the development, implementation and supervision of Manpower Programs. The Contracts Section handles all Incoming and Outgoing contracts that affect the Georgia Department of Labor and local subcontractors. These contracts specify the activity under CETA that is to be provided, i.e., Institutional Training, Individual Referral On-the-Job training, Public Service Employment, Work Experience Orientation/Assessment, Supportive Service etc., or a combination of all of these.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents Relating to: Preparing, administering and/or maintaining CETA contracts

Included are: - All Title I, II, III & VI CETA contracts and correspondence for the Balance of State (Governor's Office), Middle Georgia Consortium (Macon), Central Savannah River Area Manpower Consortium (Augusta) and Cobb Counties in addition to specific contracts for DeKalb, Fulton, Savannah, Columbus and Atlanta plus monthly and quarterly reports of accomplishments by Area, Activity and subcontract, & Interagency correspondence & memoranda.

File is arranged: Geographically by area, thereunder numerically by contract; thereunder numerically CETA Title number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers	16	34		6	9		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	25	12	1	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency?
Fiscal, Central Records, and Monitoring/Evaluation ☒ [x] ☐ []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☒ [x] ☐ []
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [x]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? These contracts are utilized by our Fiscal and Central Records Unit to feed information data to EDP ☒ [x] ☐ []
21. Does the record series contain documentation produced as EDP printout? Printouts about enrollee wages, fringe benefits, allowances, and staff salaries r'cvd from EDP ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? Administrative Procedures Manual Part II, Section 11716.01 ☒ [x] ☐ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [x]

24. **REQUIREMENTS.** The following requires the files to be kept 3 years following the termination of years: each contract

a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☒ [x] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Administrative Procedures Manual - Part II, 11716.01

"CETA Records become obsolete 3 years from date of last action taken on contract"

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☒ [x] OTHER See below, then:

☐ [] Hold in the current files area month(s)/ year(s):

☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):

☐ [] Destroy.

☐ [] Transfer to State Archives for permanent retention.

☐ [] Destroy immediately after cut-off.

☒ [x] Other: (Specify)

Upon termination of the contracts and close-out by the agency, transfer to inactive file;

Cut off inactive file at end of each fiscal year;

Hold in current files area 1 year;

Then transfer to State Records Center;

Hold 2 years; then destroy

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John C. Arnold</i>	1-21-76		
26. Recommendations in paragraph 25 are: FEDERAL	Agency Head/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>John D. Calquitt</i>	11-21-76
	State Auditor/Designee DOU <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>F. J. [Signature]</i>	5-14-76
STATE RECORDS COMMITTEE	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Hunt</i>	5-25-76
	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>Robert [Signature]</i>	5-27-76
State Auditor - 1-21-76		<i>William M. [Signature]</i>	5-26-76

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Federal Auditor's Signature

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"CETA Records become obsolete 3 years from date of last action taken on contract"

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [x] OTHER See below, then:

- [] Hold in the current files area month(s)/ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [x] Other: (Specify)

Upon termination of the contracts and close-out by the agency, transfer to inactive file; Cut off inactive file at end of each fiscal year;

Hold in current files area 1 year;

Then transfer to State Records Center;

Hold 2 years; then destroy

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>John C. Arnold</i>	Date <i>1-21-76</i>	OTHER REQUIRED SIGNATURES	DATE
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	Auditor/Designee DO 4 [x] Approved [] Disapproved	<i>222-10</i>	<i>5-14-76</i>
STATE RECORDS COMMITTEE	Secretary of State/Designee [] Approved [] Disapproved		
	Attorney General/Designee [] Approved [] Disapproved		

Records Retention Schedule

DEPARTMENT OF LABOR
Employment Security Agency
Employment, Training and Planning Division

Appl

No

DescriptionDisposition

75-149

WORK INCENTIVE CLIENT CASE FILE - Documents relating to maintaining enrollment, termination and follow-up records on individuals participating in various components of the Work Incentive Program. Included are information identifying the client and project; information gathered in the follow-up of clients to verify their activity in the project, and benefits received from the program and information gathered when the client is terminated. Forms included are MA 5-98, MA 5-99 *WIN Monthly Program Summary Reports; RS 5-98, WIN Registrant Tally Sheet; MA 5-97, WIN Status Change Notice; F-1, WIN Follow Through Record; C-2, Team Transmittal Sheet; MA 6-72, Eligibility Declaration; OMB No. 44-R01490, WIN Monthly Program Activity Summary - Section A; S5-97, WIN Participant History. Files are arranged geographically by area; thereunder numerically by project number; thereunder numerically by social security number.
*Work Incentive

Upon completion of 12-month follow-up on all trainees, transfer to inactive file; cut off inactive file at end of each fiscal year; then
(1) Central Record (Central Office) file: transfer to State Records Center; hold 3 years; then destroy.
(2) District Office file: transfer to local holding area; hold 2 years; then destroy.
Note: Do not destroy until Federal Audit has been completed.
APPROVED: 06/20/75.

76-175

COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA) CONTRACTS FILE - Documents relating to preparing, administering and/or maintaining CETA contracts. Included are all Title I, II, III, & VI CETA contracts and correspondence for the Balance of State (Governor's Office), Middle Georgia Consortium (Macon), Central Savannah River Area Manpower Consortium (Augusta) and Cobb Counties in addition to specific contracts for DeKalb, Fulton, Savannah, Columbus and Atlanta plus monthly and quarterly reports of accomplishments by Area, Activity and subcontract, & Interagency correspondence & memoranda. File is arranged geographically by area, thereunder numerically by contract number; thereunder numerically by CETA Title number.

Upon termination of the contracts and close-out by the agency, transfer to inactive file; cut off inactive file at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold 2 years; then destroy.
APPROVED: 05/28/76.